

# ONE POS User Manual



A brief hand guide for  
ONE ERP POS SYSTEM

MYIT SOLUTION

Latest update on: 03/09/12

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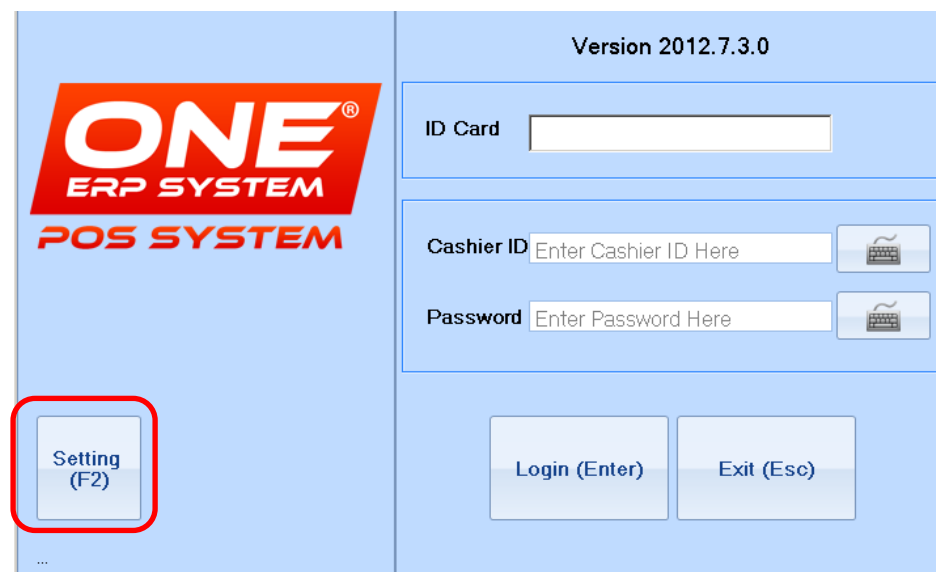
## **CHAPTER 2 – START USING POS SYSTEM**

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# POS Get Started

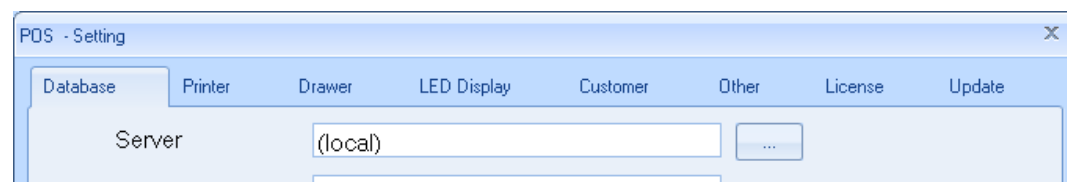
ONE ERP Point of sales SYSTEM (POS) transform a PC into a powerful POS cash register for retails sales, services, or rental businesses. ONE ERP system can be customize and operated with or without bar code equipment.

During the basic transaction, product codes are entered or scanned into the transaction and the screen instantly displays the quantity, price, and product description. When completed, the transaction is totaled, sales tax is applied, change is computed, the cash drawer is opened, a receipt is printed, and inventory and sales records are updated.



## QUICK START

This section sets up the system and starts explaining the POS reference design and how to use it. The reference design consists of the POS system and the database installed in a PC. The following pages describe the general steps and descriptions for this procedure.



Before we login into the POS system, user can set up some of the settings like database, printers, cash drawers, LED Display, Customer, Others (dual screen), license and auto updates.

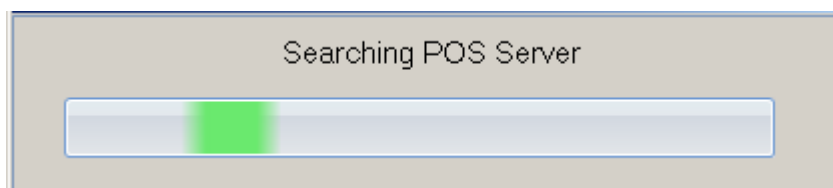
## Database Setup

1. User has to make sure that the database can works perfectly before start to use the system, it is essential that database is active to run.

Database Setup window showing the following fields and buttons:

- Server: (local) [Expand button]
- Username: sa
- Password: \*\*\*\*\*
- Database: ERP ONE TRADING [Expand button]
- Test Connection button

2. At server section (PC name), user can browse by clicking the [Expand button] button. It will search for available server.



3. The server search result:


Available SQL Server dialog box showing the following results:

	Name
Contains: ▼	
↑	(local)
2	JAKE-VAIO

Buttons: OK, Cancel


4. User will need to key in the username and password.  
\*The username and password will be provided by your local agent.

Username	<input type="text" value="sa"/>
Password	<input type="password" value="*****"/>

5. Choose database from the  button. It will show a list of database and select the appropriate and press ok.

**Database Selection**

Available Database

	name
	Contains: 
1	ERP_ONE_TRADING
2	pos
3	ERP_ONE_TRADING_Latest

OK Cancel

6. Press the “TEST CONNECTION” to start test. (This part is to make sure the database is running perfectly).

Test Connection

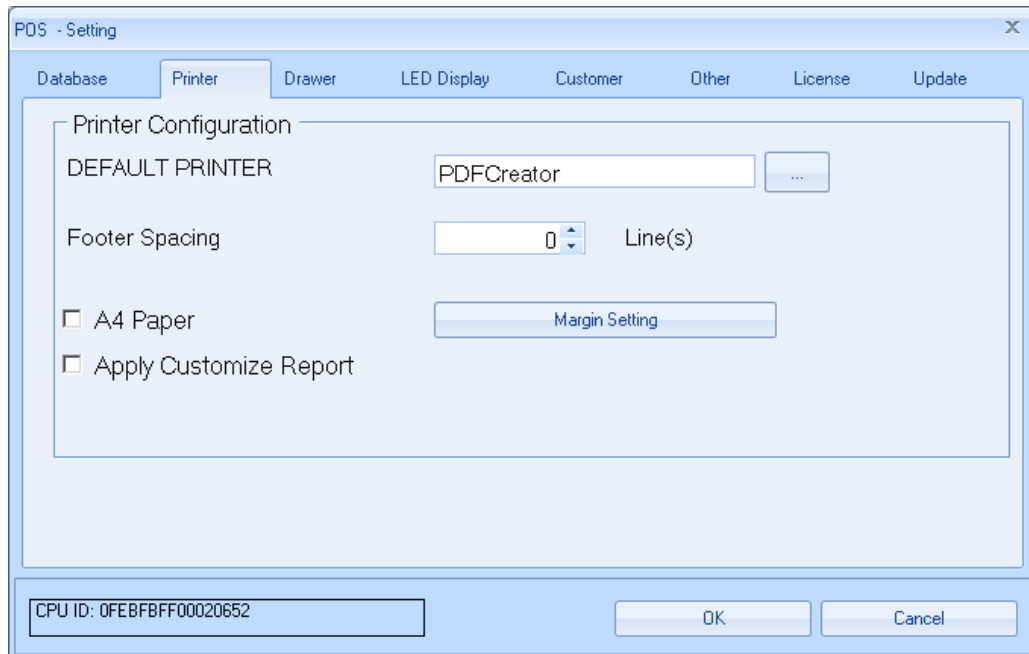
Information Message

Test Success

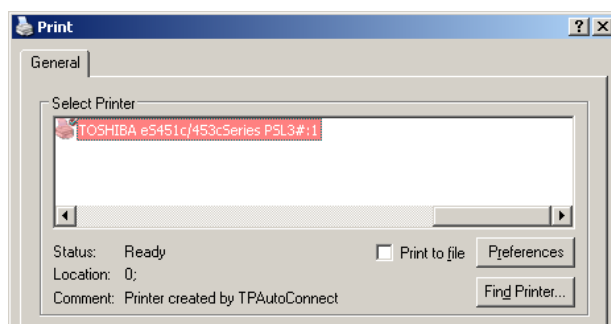
OK

## Printer Configuration

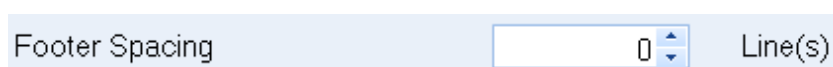
1. User able to setup their printer for POS at this section. (the printer is use to print receipts, order bills or related reports from your POS)



2. Select a default printer.



3. Footer spacing; this setting is for adjusting the printing margin and size.



4. A4 paper: this section is to allow A4 printing. To enable A4 printing user has to select the checkbox.

☒ A4 Paper

5. A4 paper margin can be adjusted by using the margin settings.

Margin Setting

Report Margin

TOP	<input type="text" value="5"/>	MM	<div>Reset All Zero</div> <div>Reset to A4</div> <div>Reset to Receipt</div>
BOTTOM	<input type="text" value="0"/>	MM	
LEFT	<input type="text" value="0"/>	MM	
RIGHT	<input type="text" value="0"/>	MM	

OK

Cancel

## Cash Drawer Configuration

1. This section is to configure the settings for cash drawer.

POS - Setting

Database Printer **Drawer** LED Display Customer Other License Update

KICK OUT DRAWER COMMAND 27,112,0,64,240

**Connection Type**

☒ Kick out from Printer  
☐ Serial Port

**Setting**

Port 1 Parity None  
Baudrate 2400 Stop Bit One

Test Connection

CPU ID: 0FEBFBFF00020652

OK Cancel

2. Kick out drawer command: The command for kick out drawer is default on value.

KICK OUT DRAWER COMMAND 27,112,0,64,240

3. To select connection type for the Cash drawer, user can either let the drawer to kick out when a receipt is printed or it can be kick out by default without using a printer.

Choose the connection type from the radio button.

**Connection Type**

☐ Kick out from Printer  
☒ Serial Port

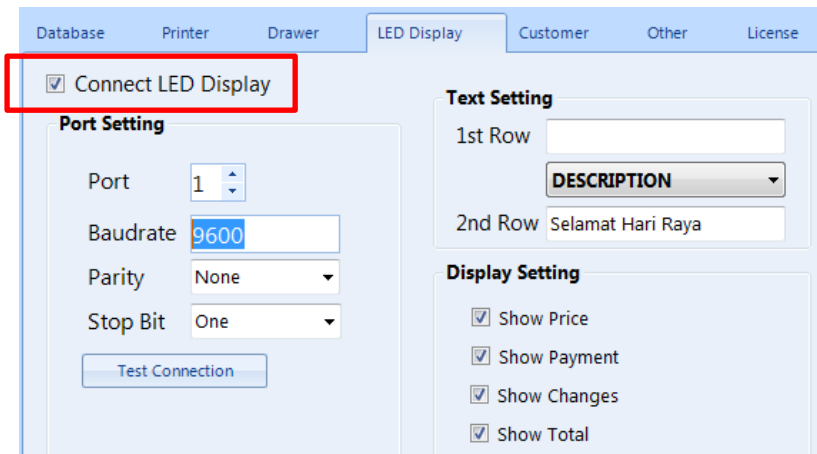
4. **“Kick out from printer”** mainly connecting using a printer and the drawer will kick out when the printers print receipts. The **“Serial Port”** type is allowing user to directly connect the cash drawer to their POS machine.
5. When settings is done, click on the **“TEST CONNECTION”** button, if cash drawer responded by kicking out, it means it works as intended.



## LED Display settings (Pole Display)



1. This section is to show how to add in a LED (pole display).



Database Printer Drawer LED Display Customer Other License

☒ Connect LED Display

**Port Setting**

Port 1

Baudrate 9600

Parity None

Stop Bit One

Test Connection

**Text Setting**

1st Row

DESCRIPTION

2nd Row Selamat Hari Raya

**Display Setting**

☒ Show Price

☒ Show Payment

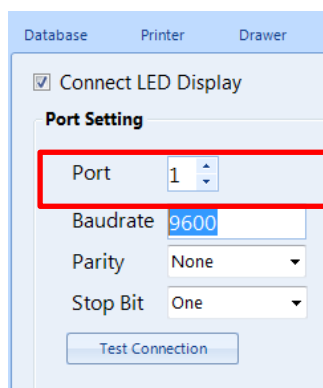
☒ Show Changes

☒ Show Total

2. If user wishes to display the LED Display, select the “Connect LED Display” checkbox.

NOTE: For “SUREDISPLAY” please key in **9600** in the **Baud Rate**.

\*each pole display might have different baudrate, please kindly check from vendor or see the pole display user manual if the LED pole display is not working.



Database Printer Drawer

☒ Connect LED Display

**Port Setting**

Port 1

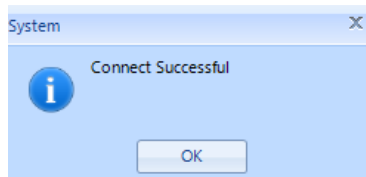
Baudrate 9600

Parity None

Stop Bit One

Test Connection

3. Click on the TEST CONNECTION button. It will display a message if the display is successfully connected.



4. Go to the **TEXT SETTING** section to customize the pole display text:

A screenshot of the 'Text Setting' section. It has a title 'Text Setting' in bold. Below it, there are two rows. The '1st Row' has a text input field. The '2nd Row' has a dropdown menu. The dropdown menu is open, showing a list of options: 'DESCRIPTION', 'COMPANY NAME', 'ITEM CODE', 'DESCRIPTION', and 'BARCODE'. The 'DESCRIPTION' option is currently selected and highlighted in blue. To the left of the dropdown, the text 'Display Set' is partially visible.

Select from the drop down list, user can choose from Company name, Item Code, Description, or Barcode.

5. User can also set a “thank you” or “greeting” message at the 2<sup>nd</sup> row. The second row will be shown when a payment has been made.

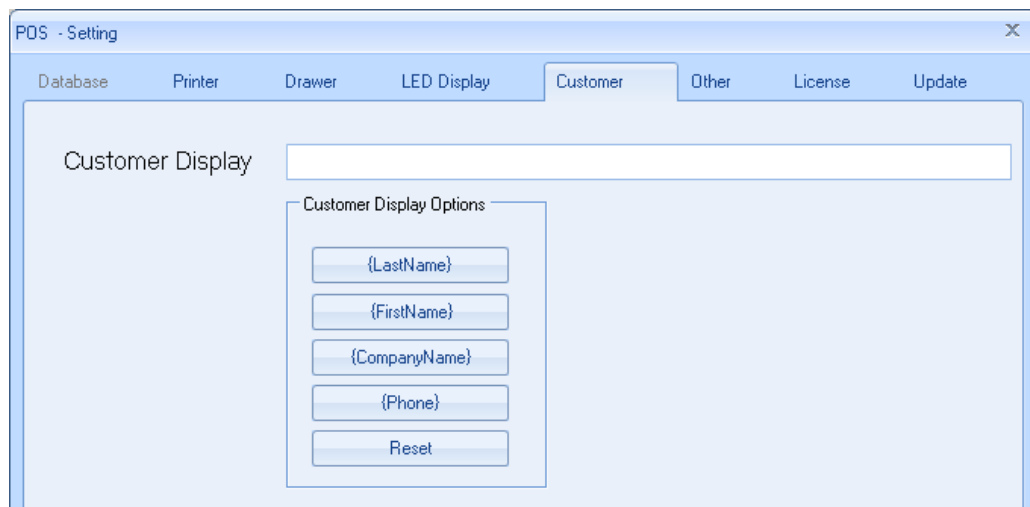
A screenshot of the 'Text Setting' section. The '1st Row' has a text input field. The '2nd Row' has a dropdown menu set to 'DESCRIPTION' and a text input field containing 'Selamat Hari Raya'. The entire '2nd Row' section is highlighted with a red rectangular border.

6. User can choose which item to be display with the display settings.

A screenshot of the 'Display Setting' section. It has a title 'Display Setting' in bold. Below it, there are four checkboxes, each followed by a label: 'Show Price', 'Show Payment', 'Show Changes', and 'Show Total'. All checkboxes are currently unchecked.

## Customer settings (member)

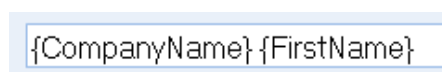
1. This section allow user to set the format of the customer information.



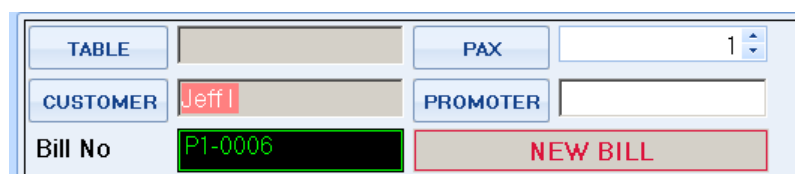
2. User can easily set the format by clicking the button listed below.



3. The detail is added accordingly with the format.



4. The customer name will be show according to this format on the POS system menu.



## Others settings

This section allow user to adjust all sorts of settings.

- Stock Alert
- Email Setup
- Dual Screen Setup

The screenshot shows the 'Other' settings tab with a navigation bar at the top containing 'Database', 'Printer', 'Drawer', 'LED Display', 'Customer', 'Other' (selected), 'License', and 'Update'. The main content area is divided into two sections. The left section, titled 'Alert', contains a list of checkboxes: 'Non-Stock Alert', 'Lower Safety Stock Level Alert', 'Apply Deposit Payment on Order Bill', 'Kick Out Drawer for All Payment Type', 'Show Menu on StartUp', and 'Enable Menu Refresh'. Below these is a 'Refresh Menu in' field with a dropdown set to '30' and the unit 'minutes'. The right section contains two buttons, 'Email Setup' and 'Dual Screen Setup', and a checkbox labeled 'Show Dual Screen on StartUp'.

### Stock Alert

1. User can set or disable stock alert on the alert section. (This section is to provide user to have a reminder for their stock quantity).

This close-up shows the 'Alert' section with two checkboxes: 'Non-Stock Alert' and 'Lower Safety Stock Level Alert'.

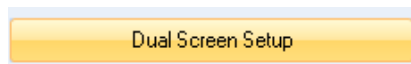
### Email Setup

1. User can set the email function for the daily sales for which it will be forwarded to.

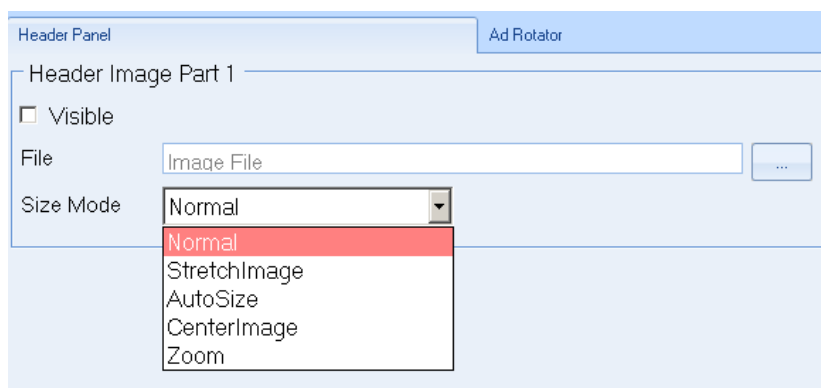
The screenshot shows the 'Email Setup' window. It has a title bar with 'Email Setup'. Inside, there's a sub-section 'Email Setting' with a red border around its input fields: 'SMTP CLIENT', 'USERNAME', 'PASSWORD', 'FROM EMAIL', and 'PORT' (with a default value of '587'). To the right, there's a 'Forward Email' section with five input fields labeled 'Email 1' through 'Email 5'.

### Dual screen setup (additional display)

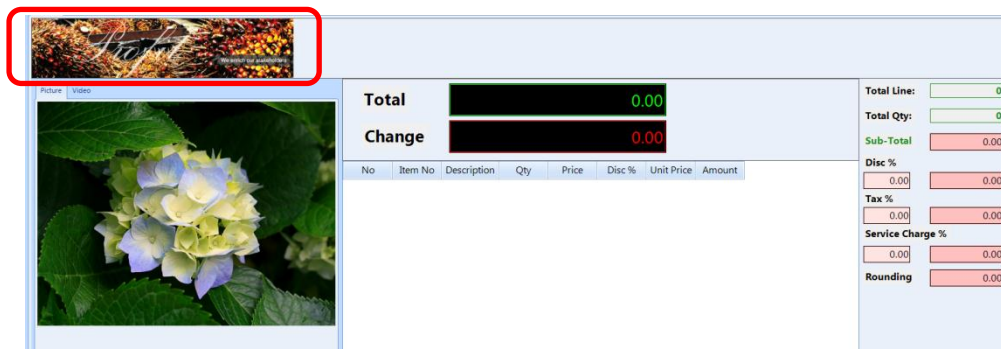
1. User can setup another display for customer viewing or advertising purpose.
2. Click on the Dual screen setup button.



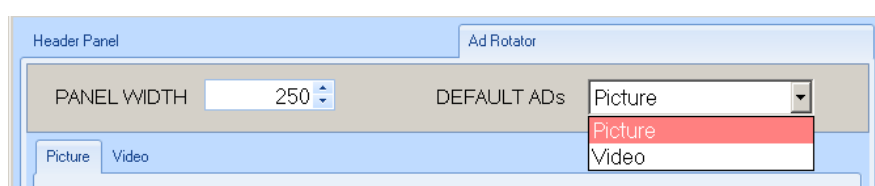
3. There is a function for advertising in dual screen mode.
4. On the header Panel section. User can choose to enable a banner type of image advertisement on top of the customer screen.



### 2<sup>nd</sup> Screen (customer screen)



5. There is an Ads rotator at the left side of the screen. This part allows user to either put multiple image for rotates or runs a video types of advertisement. User can choose whether to put pictures or video as the default ADS.



6. User can set the panel width (adjusting the size of the advertisement).

PANEL WIDTH

7. For image advertising:

Enable this image function by clicking the “Visible” check box.  
Choose the path that user wishes to load the images.

Picture Video

☐ Visible

IMAGES ROTATOR PATH

...

8. The image rotating timing can be adjusted at this part.

ROTATE CYCLE  Seconds

9. For video advertisement:

Picture Video

☐ Visible

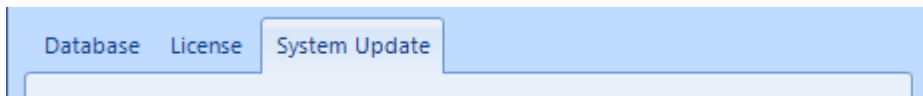
VIDEOS ROTATOR PATH

10. User can show the 2<sup>nd</sup> screen as a full screen ads:

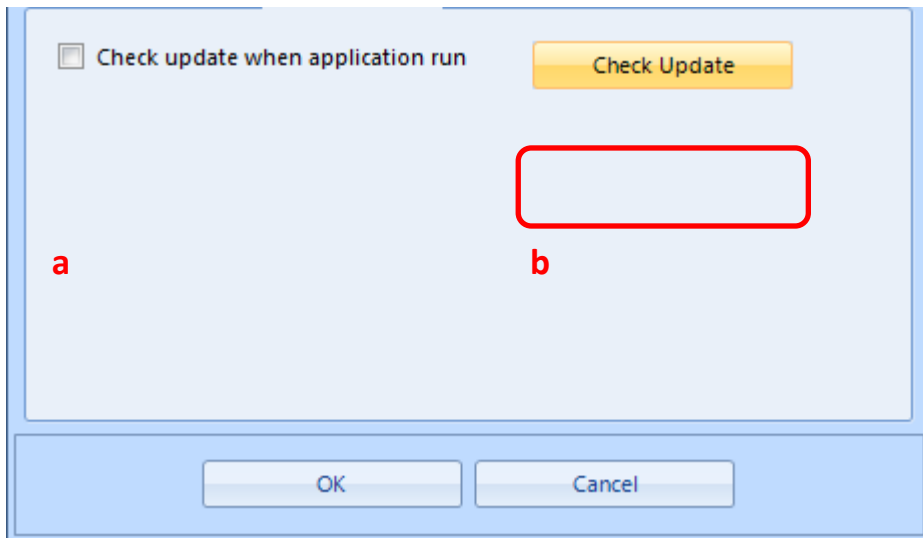


## Update System

1. Click on the system update tab button.

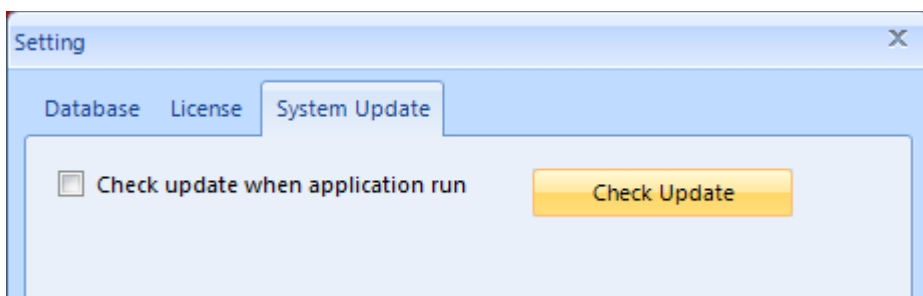


2. The SYSTEM UPDATE setting screen will be shown as below.

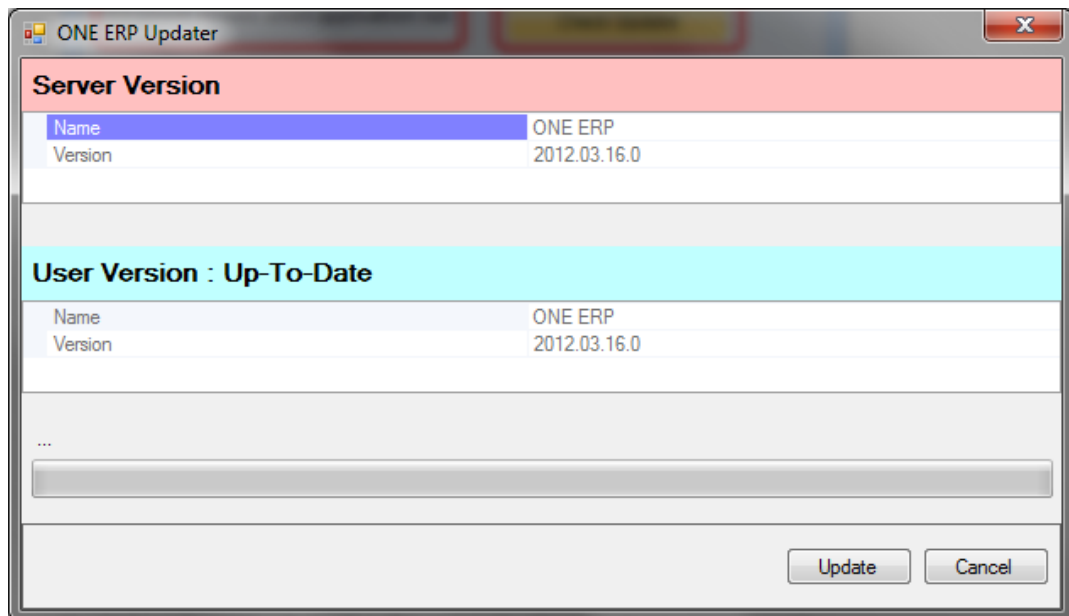


- a) Automatically update when ONE ERP is launch.
- b) Check for update manually.

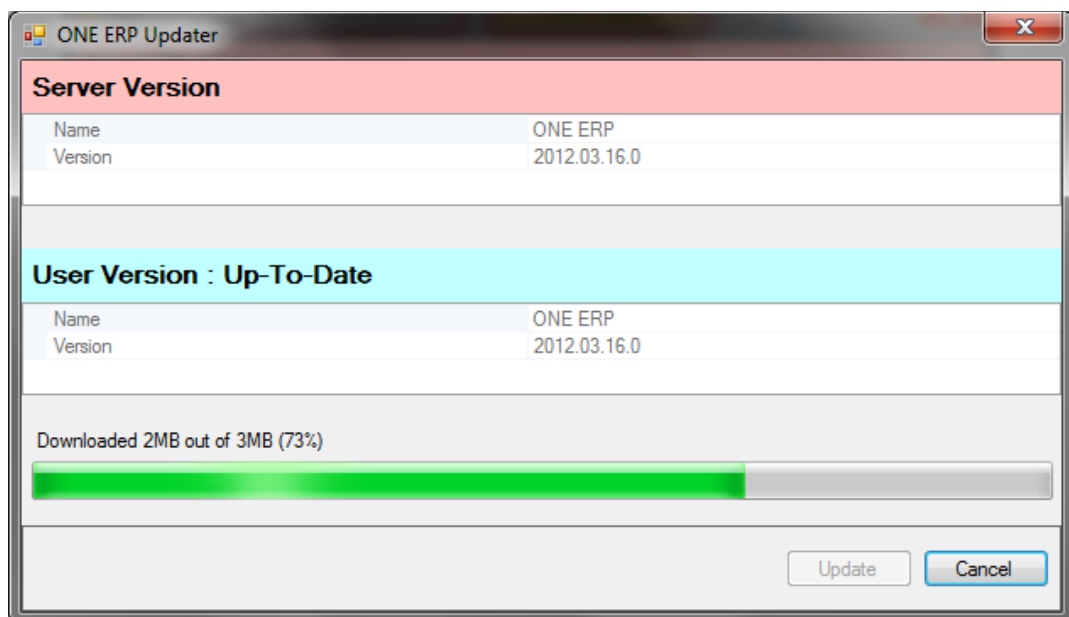
3. Select the **“Check Update”** button; the updater screen will appear for updates.



- The updater will automatically detect the system; if the application is latest the system will show **“Up-To-Date”** else the word **“Update required”** will be shown.



- To update, just click on the “UPDATE” button. The update will run automatically.  
\*note: internet connection required.



- DONE: The updater will close once it finish updates.



## LOGIN TO ONE ERP SYSTEM

ONE ERP SYSTEM is a POS menu system that allows user do front task like sales and ordering.

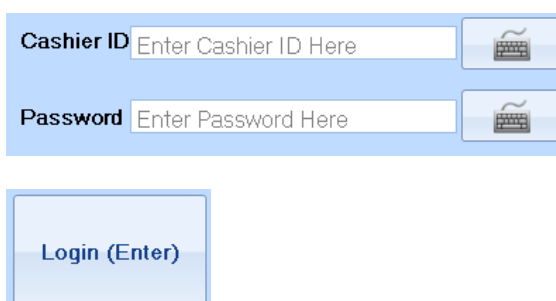
1. Login into ONE ERP SYSTEM.



2. Key in the user ID & Password and press OK

- All user ID & password will be given by the provider, please contact your service provider if you do not have the ID and password.

3. Key in the cashier id and password to start login into system.



# START POS MENU

Welcome to F&B POS System. This is a front end system for user to do daily sales job like item sales, make payment and etc. F&B POS system divided into 2 main screens:

## POS system overview

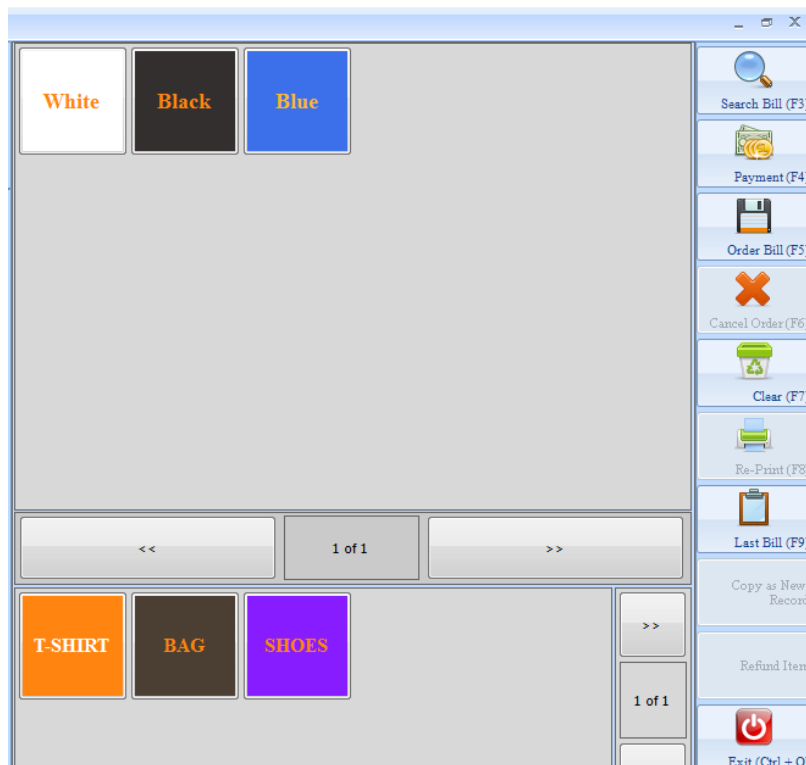
The screenshot shows the 'ONE ERP POS - Version 2012.7.5.0' interface. At the top, there are fields for 'CUSTOMER' and 'PROMOTER', a 'Bill No' field with 'P1-0001', a 'NEW ORDER' button, and a 'More' dropdown. Below this is a 'Type' dropdown set to 'CASH'. A 'Barcode' field and a 'Price 1' dropdown are also present. The main area is a table with columns: Description, Qty, Disc %, Price, Unit Price, Amount, and Remarks. To the right of the table is a vertical toolbar with buttons: Qty X, Price Change, Disc %, Add, Menu (F10), and Price Level. At the bottom left, there are fields for 'Sub-Total' (0.00), 'Disc %' (0.00), 'Tax %' (0.00), and 'Rounding' (0.00). A large green '0.00' is displayed in the bottom right. The status bar at the very bottom shows 'Setting', 'PC Number : 1', 'CPU ID : 8FEB8FF000106E5', 'user', and '17-07-2012 16:55:35'.

## POS system overview with Menu (F10)

This screenshot shows the POS system interface with the 'Menu (F10)' option selected. The main area is a grid of colored buttons: 'White', 'Black', 'Blue' at the top, and 'T-SHIRT', 'BAG', 'SHOES' at the bottom. A vertical toolbar on the right contains icons and labels for: Search Bill (F3), Payment (F4), Order Bill (F5), Cancel Order (F6), Clear (F7), Re-Print (F8), Last Bill (F9), Copy as New Record, Refund Item, and Exit (Ctrl + Q). A status bar at the bottom shows '1 of 1' and navigation arrows.

## Add an ORDER (Place Order)

1. At the main menu screen (F10), user can have the overview of all products.



2. Select the item that you wish to order and it will automatically add into the Order list.



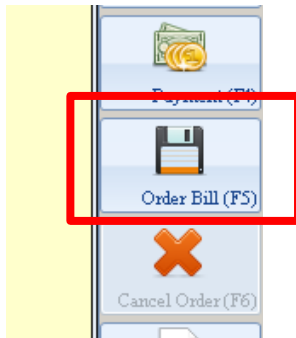
Click on the item.

Description	Qty	Disc %	Price	Unit Price	Amount	Remarks
White	1.00	0.00	35.00	35.00	35.00	
Black	1.00	0.00	35.00	35.00	35.00	
Blue	1.00	0.00	35.00	35.00	35.00	

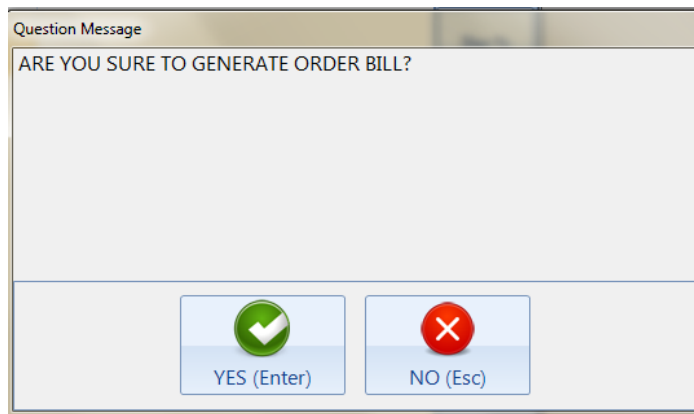
Item added to the list.

## Create Order bill.

1. User can create Order bill once the customer order is confirm by pressing **F5** or the button at the right side of the screen as below:



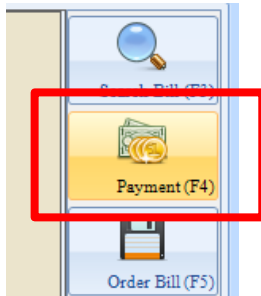
2. When click on the order bill, the system will automatically prints the order bill receipt (Printers required).



3. Click YES or press enters and the order bill will be printed.

## Make Payment

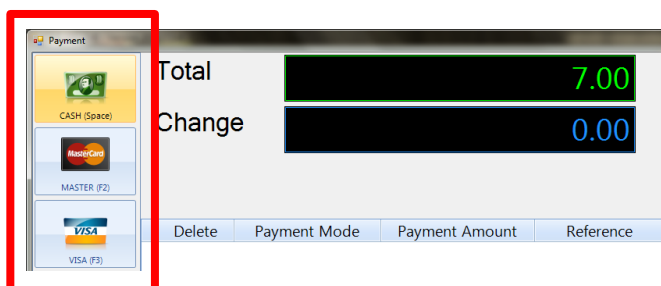
1. This part allows user to calculate the total bills and generate a receipt. Click on the icon at side or click F4 for shortcut.



2. Click on the F4 button, a payment screen will prompt as below:

A screenshot of the 'Payment' screen. On the left is a vertical menu with icons and labels for different payment methods: CASH (Space), MasterCard (F2), VISA (F3), CHEQUE (F4), AMEX (F5), NETS (F6), and SETTING. The main area displays 'Total' as 7.00 and 'Change' as 0.00. Below this is a table with columns: Delete, Payment Mode, Payment Amount, and Reference. At the bottom, there are fields for 'Total Payment Amount' (0.00) and 'Outstanding' (7.00), along with 'OK (Enter)' and 'CANCEL (Esc)' buttons. A 'Re-Print Bill (P)' button is also visible in the top right.

3. Choose the payment types for this payment at the icon on the left side.



- After selecting a payment type, a calculator will appear for user to key in the amount of the payment receives.

CASH AMOUNT:

50

7	8	9	10
4	5	6	20
1	2	3	50
0	.	100	

Reference

Erase (Backspace) Clear (Del) ENTER (Enter) CANCEL (Esc)

- Key in the amount and click enter button it will automatically calculate the balance.

Payment

CASH (Space) MasterCard MASTER (F2) VISA (F3) CHEQUE (F4) AMEX (F5) NETS (F6) SETTING

Total 7.00

Change 43.00

Re-Print Bill (P)

Delete	Payment Mode	Payment Amount	Reference
Delete	CASH	50.00	

Total Payment Amount 50.00

Outstanding 0.00

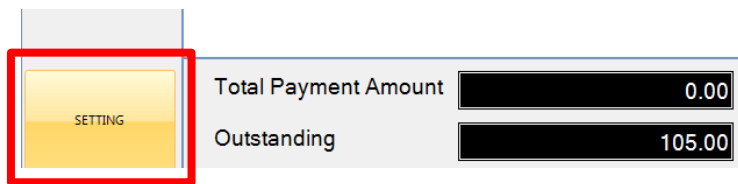
OK (Enter) CANCEL (Esc)

- Click ok to complete payment and it will automatically print and generate a receipt.

NOTE: if user key in the amount wrongly, user can click the "DELETE" button to delete the amount.

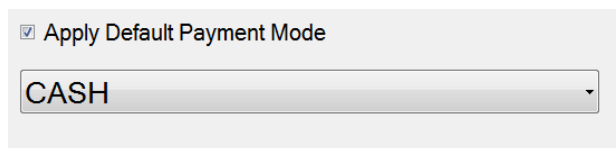
Delete	Payment Mode	Payment Amount	Reference
Delete	CASH	50.00	

### Set default payment types:



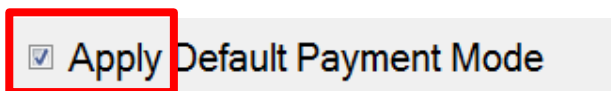
The screenshot shows a payment interface. On the left, there is a vertical menu with a yellow button labeled 'SETTING' highlighted by a red rectangular box. To the right of the menu, there are two fields: 'Total Payment Amount' with a value of '0.00' and 'Outstanding' with a value of '105.00'.

1. Click on the setting button on the bottom of the screen.
2. A setting screen will be prompt for user to select their default payment type.



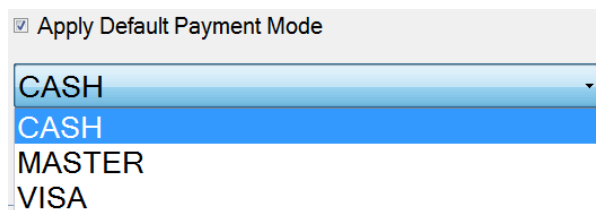
The screenshot shows a settings screen. At the top, there is a checked checkbox labeled 'Apply Default Payment Mode'. Below it is a dropdown menu currently displaying 'CASH'.

3. Tick and apply the default payment mode on the check box.



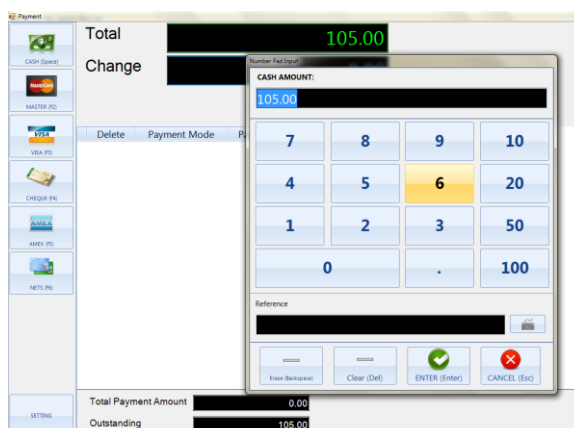
A close-up of the checkbox labeled 'Apply Default Payment Mode'. The checkbox is checked, and the entire label and checkbox area is enclosed in a red rectangular box.

4. Select the payment types from the drop down list:



The screenshot shows the settings screen with the dropdown menu open. The menu lists three options: 'CASH' (which is highlighted in blue), 'MASTER', and 'VISA'. The checkbox 'Apply Default Payment Mode' remains checked.

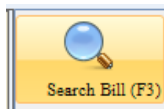
5. After save the default payment mode, on the next payment it will automatically jump to the payment screen (based on the default payment selection).



The screenshot shows the main payment screen. At the top, the 'Total' field displays '105.00' in green. Below it, the 'Outstanding' field displays '105.00'. A numeric keypad is overlaid on the screen, with the number '6' highlighted. The keypad also includes a decimal point, a '0' key, and buttons for 'ENTER (Enter)' and 'CANCEL (Esc)'. On the left side, there is a vertical menu with icons for different payment methods: CASH, CREDIT, VISA, AMEX, and NETS. The 'SETTING' button is at the bottom of this menu.

## Search Bill

1. User can track and search all the bill record by clicking the Search bill icon (F3).



Filter :

☐ Columns Filter ☐ Prompt Search By BarCode

DATE FROM  DATE TO

RECEIPT TYPE

SEARCH View Bill Info

BillNo	Desc	Total	OrderBillDate	CancelOrderBillDa
P1-0001	ORDER	7.00	17-07-2012 10:15:44	

2. User can select the date to filter the search.

SEARCH BILL

Filter :

☐ Columns Filter ☐ Prompt Search By BarCode

DATE FROM  DATE TO

RECEIPT TYPE

SEARCH View Bill Info

BillNo	Desc	MinuteDiff	TableStatus	GrandTotal	OrderBillDate	CancelOrderBi
P1-0001	RECEIPT	1		7.00	17-07-2012 10:15:44	

3. Choose the receipt type for the searching.

ORDER

CANCEL ORDER

CANCEL RECEIPT

ORDER

RECEIPT

4. Result will be list down as below:

DATE FROM  DATE TO

RECEIPT TYPE

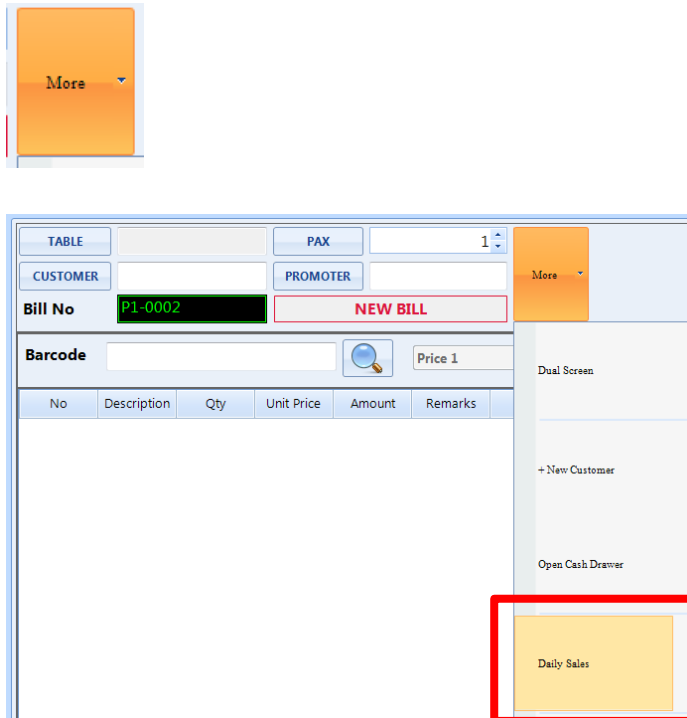
SEARCH View Bill Info

BillNo	Description	TableName	Pax	MinuteDiff	TableStatus	GrandTotal	OrderBillDate	CancelOrderBillDate	PaidOrderDate
P1-0001	RECEIPT		1			7.00	17-07-2012 10:15:44		17-07-2012 10:44:28



## View Daily Sales

1. User can view the total daily sales report. Click on the more button drop down list to view more options.



2. Click on the daily sales button and it will prompt a report screen as below:

CASHIER ID : 0001 ; NAME : user

POS DATE: 17-07-2012 [Print Daily Sale ( P )] [CLOSE (Enter)]

[Prev Day] [Today] [Next Day]

CASH IN / OUT: [CASH IN] [CASH OUT] [Print Daily CASH IN/OUT ( C )]

DRAWER @ 17-07-2012: CASH IN DRAWER 7.00

DAILY SALES @ 17-07-2012	
+	SUBTOTAL 7.00
	DISCOUNT 0.00
	TAX 0.00
	SERVICE CHARGE 0.00
	ROUNDING 0.00
	GRAND TOTAL 7.00

PAYMENT DETAIL @ 17-07-2012		
BillType	Payment Mode	Amount
+	SALE CASH	7.00
	TOTAL	7.00

3. Select the date for the daily sales report from the pos date and print the sales report.

**POS DATE** 17-07-2012

CASH IN / OUT

CASH IN

July 2012						
S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Print Daily Sale ( P )

4. The daily sales details will be shown as below:

DAILY SALES @ 17-07-2012

+	SUBTOTAL	7.00
	DISCOUNT	0.00
	TAX	0.00
	SERVICE CHARGE	0.00
	ROUNDING	0.00
	GRAND TOTAL	7.00

PAYMENT DETAIL @ 17-07-2012

	BillType	Payment Mode	Amount
+	SALE	CASH	7.00
	TOTAL		7.00

## View Daily Sales (Cash in/Cash out)

1. User able to cash in or cash out the amount from the cash drawer on the daily sales section.

CASH IN / OUT

DRAWER @ 17-07-2012

CASH IN DRAWER 7.00

CASH IN CASH OUT Print Daily CASH IN/OUT ( C )

2. The details will display the result of how much cash has in drawer:

DRAWER @ 17-07-2012

CASH IN DRAWER 7.00

3. To cash in (add) more cash into the cash drawer.

CASH IN

50

7 8 9 10

4 5 6 20

1 2 3 50

0 . 100

Remarks

ENTER (Enter) CANCEL (Esc)

Question Message

ARE YOU SURE TO CASH IN

RM50.00

AT 17-Jul-2012

YES (Enter) NO (Esc)

4. Successfully cash in to cash drawer.

DRAWER @ 17-07-2012

CASH IN DRAWER 57.00

5. To cash out (withdraw) the cash from the drawer:

CASH OUT



57

7	8	9	10
4	5	6	20
1	2	3	50
0	.	100	

ARE YOU SURE TO CASH OUT

RM57.00

AT 17-Jul-2012

 YES (Enter)	 NO (Esc)
---	--

6. Successfully cash out all cash from the drawer.

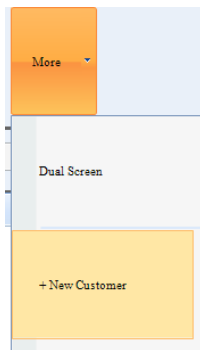
DRAWER @ 17-07-2012

CASH IN DRAWER

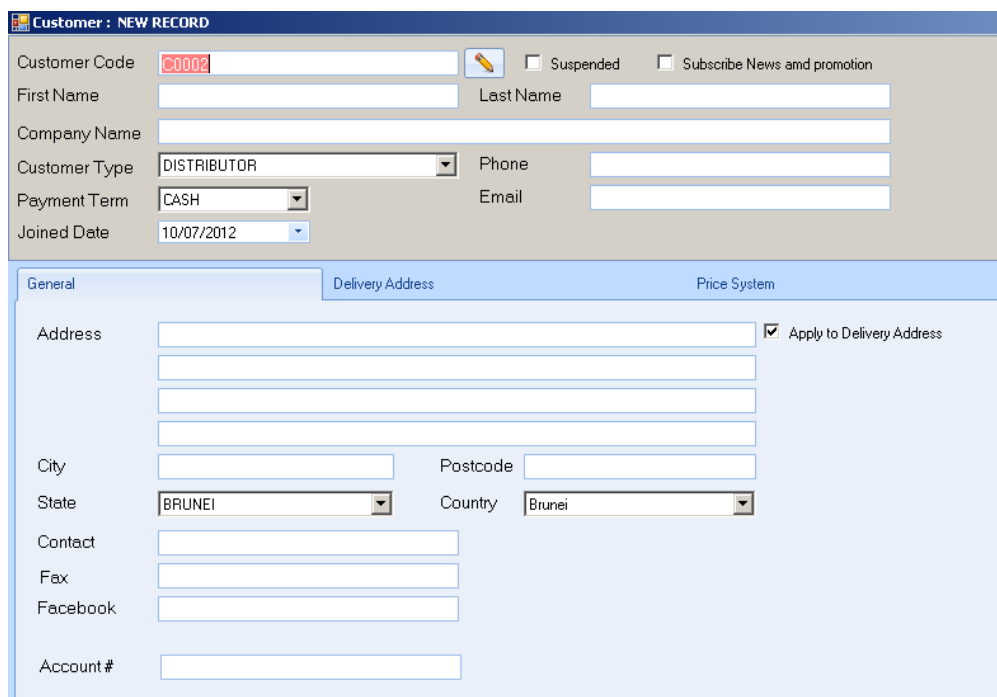
	0.00
--	------

## Add a new customer (member)

1. From the more drop down button, select the +New Customer.

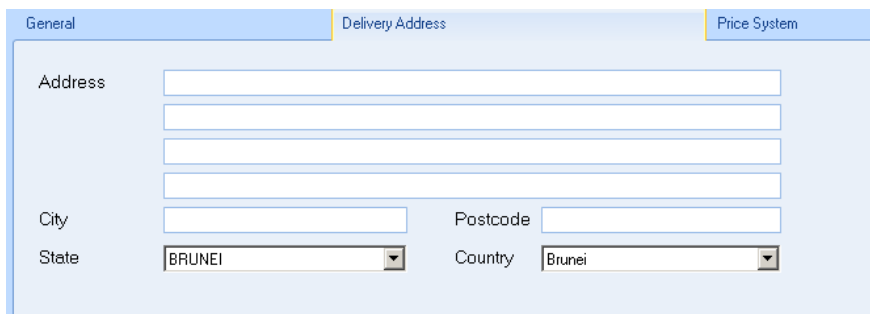


2. A window will be available for user to create new customer record.

A screenshot of a software window titled 'Customer : NEW RECORD'. The window contains a form for creating a new customer record. The form has several fields: 'Customer Code' (with a red 'C0002' value), 'First Name', 'Last Name', 'Company Name', 'Customer Type' (set to 'DISTRIBUTOR'), 'Payment Term' (set to 'CASH'), 'Joined Date' (set to '10/07/2012'), 'Phone', 'Email', 'Address' (with a checkbox 'Apply to Delivery Address'), 'City', 'Postcode', 'State' (set to 'BRUNEI'), 'Country' (set to 'Brunei'), 'Contact', 'Fax', 'Facebook', and 'Account#'. There are also checkboxes for 'Suspended' and 'Subscribe News and promotion'.

3. All customer personal details like First name, last name, phone, customer type and etc. can be stored.

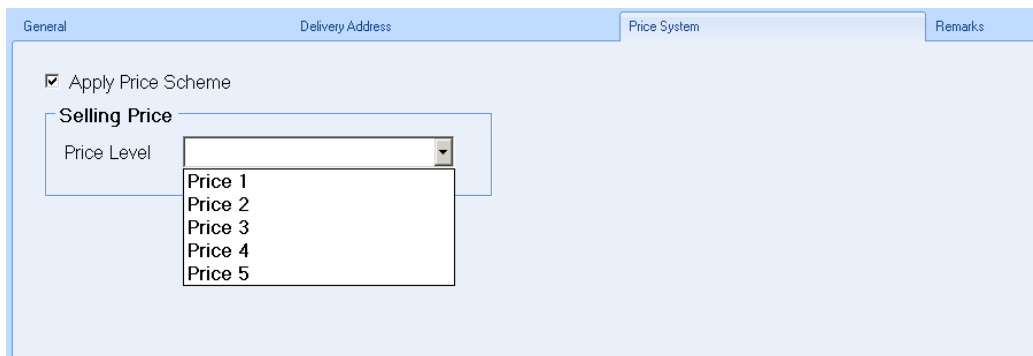
4. User can add a special delivery address user can click on the tab button as below:



The screenshot shows a software window with three tabs: 'General', 'Delivery Address', and 'Price System'. The 'Delivery Address' tab is active. It contains the following fields:

- Address:** Four stacked text input fields.
- City:** A text input field.
- Postcode:** A text input field.
- State:** A dropdown menu with 'BRUNEI' selected.
- Country:** A dropdown menu with 'Brunei' selected.

5. For a different customer type, each customer can be classified in a different price list. Example there is a member price for Platinum, Gold, or silver member with all purchase in different prices. This function allow user to have more control in multi-level pricing for customers.



The screenshot shows the 'Price System' tab in the software window. It contains the following elements:

- ☒ **Apply Price Scheme**
- Selling Price:** A section containing a 'Price Level' dropdown menu. The dropdown is open, showing a list of options: 'Price 1', 'Price 2', 'Price 3', 'Price 4', and 'Price 5'.

6. User can add remarks and note for each customer at the remark tab and note tab.
7. When complete key in all details, click ADD button to create a new customer record.



The screenshot shows the bottom of the software window with two buttons: 'Add' (with a floppy disk icon) and 'Close'.

8. Record successfully been added.

9. User can select customer from the top corner of the system menu.

The screenshot shows a system menu interface with a blue header bar labeled 'TABLE'. Below the header, there are several buttons and input fields. The 'CUSTOMER' button is highlighted with a red box. Other buttons include 'TABLE', 'PAX', 'PROMOTER', and 'More'. There is also a 'Bill No' field displaying 'P1-0002' and a 'NEW BILL' button. A 'Barcode' field is visible at the bottom.

10. Click on the customer button, a list of existing customer will appear for user to choose from.

The screenshot shows a customer selection list interface. A red box highlights the list area. The list has columns for 'Sales History', 'Last Name', 'First Name', 'Email', 'Contact', and 'Company Name'. A single customer is listed: 'Parker Peter' with email 'pp@os.co' and contact '987765434' from 'Oscorp'. There are 'Up' and 'Down' buttons on the right side of the list. At the bottom, there are 'ENTER (Enter)' and 'CANCEL (Esc)' buttons.

11. Selected customer will appear at the system menu.

The screenshot shows the system menu interface after a customer has been selected. The 'CUSTOMER' field now displays 'Parker Peter'. The 'Bill No' field still shows 'P1-0002' and the 'NEW BILL' button is visible. The 'PAX' and 'PROMOTER' buttons are also present.

## Form UI Settings (Adjust the System Screen/fonts size)

Click the shortcut key of **[CTRL + K]** on the system screen and it will launch a Form UI setting screen.

Desc	EnableImage	Height	Seq	Visible	FontSize	Alignment
Search Bill (F3)	<input checked="" type="checkbox"/>	56	1	<input checked="" type="checkbox"/>	8	Right
Payment (F4)	<input checked="" type="checkbox"/>	56	2	<input checked="" type="checkbox"/>	8	Right
Order Bill (F5)	<input checked="" type="checkbox"/>	56	3	<input checked="" type="checkbox"/>	8	Right
Cancel Order (F6)	<input checked="" type="checkbox"/>	56	4	<input checked="" type="checkbox"/>	8	Right
Clear (F7)	<input checked="" type="checkbox"/>	56	5	<input checked="" type="checkbox"/>	8	Right
Re-Print (F8)	<input checked="" type="checkbox"/>	56	6	<input checked="" type="checkbox"/>	8	Right
Last Bill (F9)	<input checked="" type="checkbox"/>	56	7	<input checked="" type="checkbox"/>	8	Right
Copy as New Record	<input checked="" type="checkbox"/>	56	8	<input checked="" type="checkbox"/>	8	Right
Exit (Ctrl + Q)	<input checked="" type="checkbox"/>	56	9	<input checked="" type="checkbox"/>	8	Right

### 1. Right Action Button TAB

- User can change the button size, font settings or even hide away the icons.

	Desc	EnableImage	Height	Seq	Visible	FontSize	Alignment
➔	Search Bill (F3)	<input checked="" type="checkbox"/>	56	1	<input checked="" type="checkbox"/>	8	Right
	Payment (F4)	<input checked="" type="checkbox"/>	56	2	<input checked="" type="checkbox"/>	8	Right
	Order Bill (F5)	<input checked="" type="checkbox"/>	56	3	<input checked="" type="checkbox"/>	8	Right
	Cancel Order (F6)	<input checked="" type="checkbox"/>	56	4	<input checked="" type="checkbox"/>	8	Right
	Clear (F7)	<input checked="" type="checkbox"/>	56	5	<input checked="" type="checkbox"/>	8	Right
	Re-Print (F8)	<input checked="" type="checkbox"/>	56	6	<input checked="" type="checkbox"/>	8	Right
	Last Bill (F9)	<input checked="" type="checkbox"/>	56	7	<input checked="" type="checkbox"/>	8	Right
	Copy as New Record	<input checked="" type="checkbox"/>	56	8	<input checked="" type="checkbox"/>	8	Right
	Exit (Ctrl + Q)	<input checked="" type="checkbox"/>	56	9	<input checked="" type="checkbox"/>	8	Right



## 2. More Button TAB

1. Right Action Panel 2. MoreButton 3. Grid Action Button 4. Header 5. Menu Setting

Description MORE Font Size 8

CUSTOMER PROMOTER

Bill No P1-0003 NEW ORDER

Type CASH


Barcode Price 1

More

- User can change the button name, or hide the button inside the more drop down list.

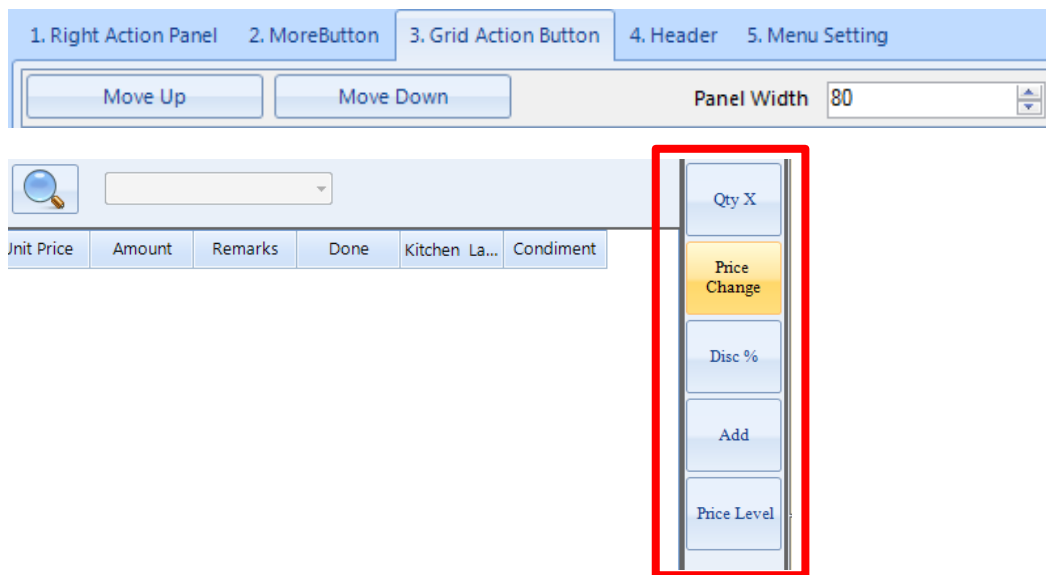
1. Right Action Panel 2. MoreButton 3. Grid Action Button 4. Header 5. Menu Setting

Description MORE Font Size 8

	btnName	Desc	Visible	FontSize
	btnDualScreen	Dual Screen	<input type="checkbox"/>	8
	btnAddNewCustomer	+ New Customer	<input checked="" type="checkbox"/>	8
	btnOpenDrawer	Open Cash Drawer	<input checked="" type="checkbox"/>	8
	btnDailySales	Daily Sales	<input checked="" type="checkbox"/>	8
	btnDailySalesAll	Daily Sales (All)	<input checked="" type="checkbox"/>	8
	btnDeleteItem	Delete Item	<input checked="" type="checkbox"/>	8
	btnLogOut	Logout	<input checked="" type="checkbox"/>	8

- Item can be hidden by tick or un-tick the “Visible” button.

### 3. Grid Button TAB

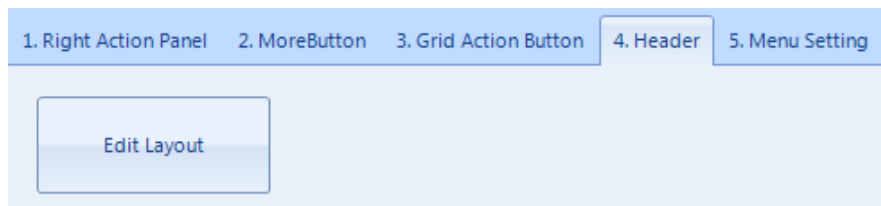


- User can adjust the grid function button in this setting.

1. Right Action Panel 2. MoreButton 3. Grid Action Button 4. Header 5. Menu Setting						
Move Up		Move Down		Panel Width 80		
	Desc	Height	Seq	Visible	FontSize	Alignment
→	Qty X	56	1	<input checked="" type="checkbox"/>	10	Center
	Price Change	56	2	<input checked="" type="checkbox"/>	10	Center
	Disc %	56	3	<input checked="" type="checkbox"/>	10	Center
	Add	56	4	<input checked="" type="checkbox"/>	10	Center
	Price Level	56	5	<input checked="" type="checkbox"/>	10	Center

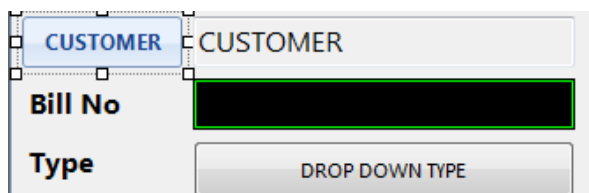
- Item can be hidden by tick or un-tick the “Visible” button.

#### 4. Header



The screenshot shows a header form with the following elements: a 'CUSTOMER' label and an input field, a 'PROMOTER' label and an input field, a 'Bill No' label and a text field containing 'P1-0003', a 'Type' label and a dropdown menu showing 'CASH', a 'Barcode' label and an input field, a magnifying glass icon, and a 'Price 1' label and a dropdown menu. A red 'NEW ORDER' button is also present. On the right side, there is a yellow 'More' button with a dropdown arrow.

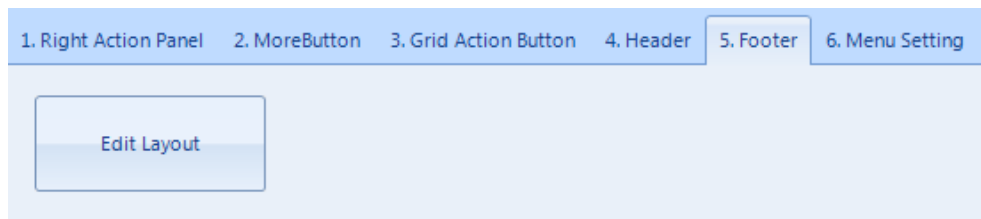
- User can modify or adjust all buttons at the header by changing the name or even change position.
- Select the part that wished to modify.



- After select the button, the options will be available at the right side of the screen. Name or even size and position of the button can be adjusted. User can choose to hide the button by un-tick the visible button.

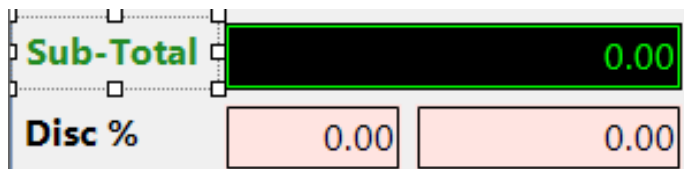
The screenshot shows a settings panel for the 'CUSTOMER' button. It includes the following fields: 'Name' (CUSTOMER), a 'Visible' checkbox (checked), 'Size' (Width: 91, Height: 29), and 'Position' (X: 7, Y: 9). Each of the size and position fields has a small up/down arrow icon next to it.

## 5. Footer



This screenshot displays a financial summary panel. It contains several input fields and buttons. The fields are: 'Sub-Total' (0.00), 'Rounding' (0.00), 'Service Charge %' (0.00), 'Disc %' (0.00), and 'Tax %' (0.00). A large green '0.00' is displayed in the center. At the bottom, there are 'Reset' and 'Refresh' buttons, and a 'Panel Height' dropdown set to 122.

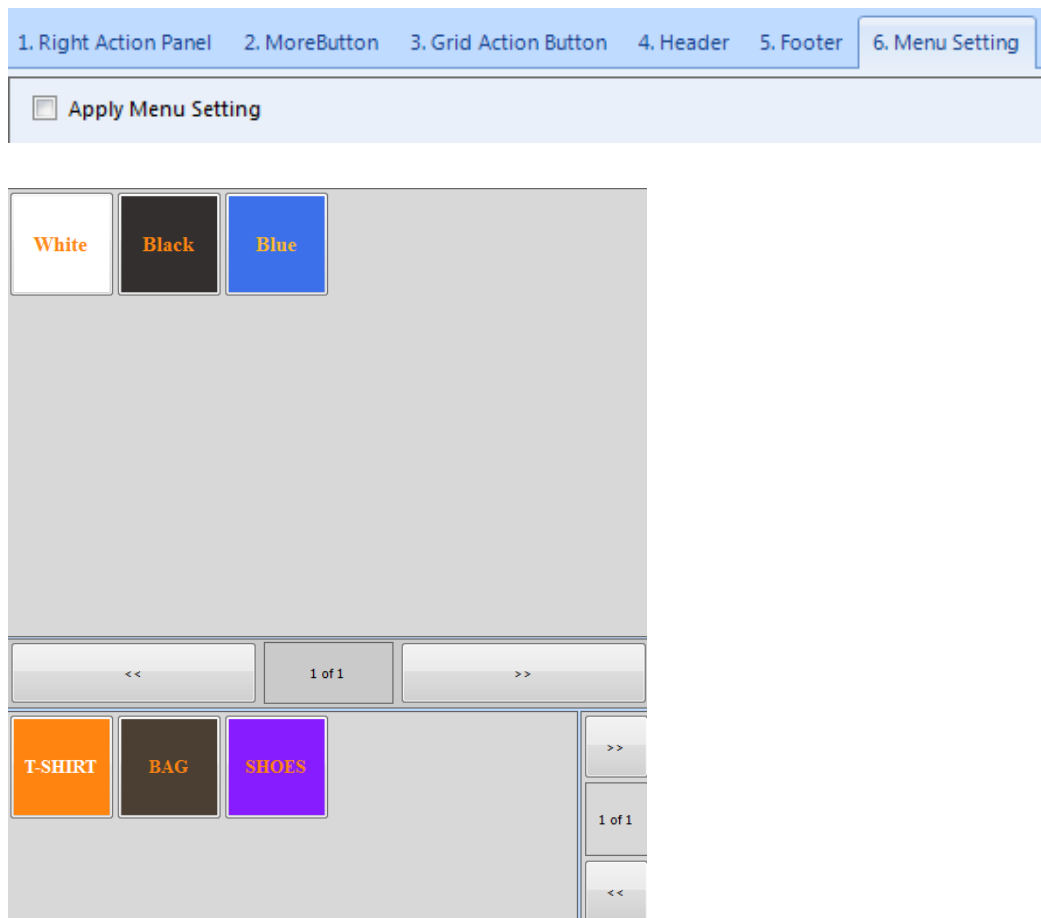
- User can modify or adjust all buttons at the header by changing the name or even change position.
- Select the part that wished to modify.



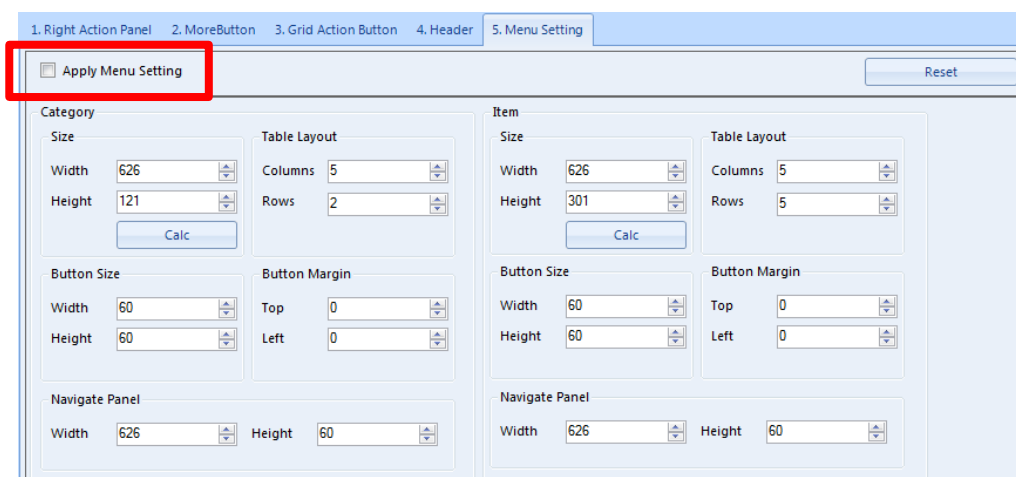
- After select the button, the options will be available at the right side of the screen. Name or even size and position of the button can be adjusted. User can choose to hide the button by un-tick the visible button.

This screenshot shows the configuration panel for the 'Sub-Total' button. It includes a 'Name' field with 'Sub-Total', a 'Visible' checkbox that is checked, and sections for 'Size' (Width: 84, Height: 25) and 'Position' (X: 3, Y: 9). Each input field has up and down arrow buttons for adjustment.

## 6. Menu Settings



- User can adjust the item menu, and adjust all width and fonts for the entire button.



- tick on the apply menu settings and press save to apply.